

City of Harrington Position Description

CLASS TITLE: TECHNICIAN/OPERATOR (ESSENTIAL PERSONNEL)
DEPARTMENT: PUBLIC WORKS
DATE: December 7, 2009

SUMMARY STATEMENT

Performs hands-on maintenance duties for the City under general supervision of the Public Works Supervisor.

DESCRIPTION

Essential Duties and Responsibilities:

- Performs water meter readings quarterly and records results.
- Provides snow plowing services for snow removal throughout the City.
- Mows City property as needed.
- Flushes City fire hydrants as necessary.
- Flushes storm and sanitary sewers; clean storm catch basins.
- Maintains City streets and signs.
- Performs maintenance on City infrastructure.
- Operates miscellaneous equipment, such as street sweeper, trucks, loaders, grader, tractors, etc. as required.
- Maintains rotating on-call schedule with other department employees.
- Available for working long hours as needed occasionally in emergency situation.
- Keeps Public Works Supervisor informed as to any problems that could or may have adverse effects on the operation of the City.
- Performs routine testing of water samples from City.
- Acquire and maintain License for water testing, flouride and hyper chloride
- Performs other duties as assigned.

Supervision Received:

Works under the supervision of the Public Works Supervisor.

REQUIREMENTS

Knowledge, Skills and Abilities:

- Ability to understand and follow oral and written instructions.
- Ability to maintain effective working relationships with other employees, agencies, and the general public.
- Ability to become certified in reference to Public Works' requirements.
- Knowledge of standard safety rules and regulations; ability to perform job duties within said safety guidelines.

Desired Education & Experience

- High School diploma; and
- One (1) year experience in Public Works position and/or construction or infrastructure skills; and
- The ability to operate and maintain Public Works maintenance equipment.

Special Requirements:

Must be bondable and obtain a current Criminal History Back Ground check. Must have a valid driver's license and Certified Water Operator license.

Tools & Equipment Used:

Personal computer, including word processing, spreadsheet and data base software (currently MS Office), phone, copy machine, fax machine, walkie-talkie, street sweeper, backhoe, lawn mower, and other required tools and equipment as needed.

Physical Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to an individual with disabilities to perform essential functions. Individual must possess the ability to observe and follow all safety rules and acts that are presented in the personnel policy manual.

The employee must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment can vary as the work environment could change.